

COLLEGE OF SOUTHERN NEVADA
IS 101 Introduction to Information Systems
Fall 2015

Instructor:	Marilyn Robinson
Contact phone:	702-651-3045
Contact E-mail:	I answer Canvas emails Monday through Friday, 8 a.m. to 4 p.m. during the semester. During the semester, please do not use faculty email. Only use faculty email before and after the semester is in session.
Office Location:	Henderson Campus Room C 201C
Office Hours:	10:00 am - 12:00 pm Tuesday 12:30 pm - 3:30 pm Wednesday Other times by appointment.
Course meeting time/days:	Section 4010 (in-class) Tuesday, 12:30 pm – 3:20 pm, Henderson Campus, C114 Sections 1007, 1015, 1021, 1026 online only.
Join SAM section:	See attached instructions at the end of the syllabus
Course meeting location:	Henderson Campus, Room C114 for section 4010. Online students do not meet on Campus.
Important Notice:	This syllabus is subject to change with advance notice. Notices will be posted in Canvas. It is your responsibility to stay informed.
Important Note:	If you have any concerns about this course and/or me, please contact me first. If I cannot resolve your issue, please contact the CIT department office at 651-4660 and speak to the department chairperson. You will remain anonymous and all communications will be strictly confidential. Please DO NOT wait until the last minute to make your concerns known to me and/or to the department chairperson.
	Starting Jan. 24, 2011 printing in CSN classrooms, computer labs and libraries falls under the new Print Wise initiative, designed to help save natural and fiscal resources. Print Wise provides CSN students with a \$10 credit toward printing at the start of each semester, <u>which will provide for up to 200 black and white copies at 5 cents a page, or 40 color copies at 25 cents a page</u> . After that, a student may put money into his or her account online or at a CSN Cashier's Office to purchase additional prints at the same rate. It is the responsibility of each student to maintain his or her printing accounts to cover printing expenses during each semester. More information about the Print Wise system may be found at www.csn.edu/printwise .
Message from College Library Services	<i>College Library Services offers ongoing research workshops throughout the semester. Bring your topic or assignment to one of the workshops on the basics of locating and citing quality information and receive in-depth assistance with a librarian. Check out the schedule at www.csn.edu/pages/3791.asp or call 651-5729 for more information.</i>
Course Prerequisites:	None
Course Description:	Concepts and applications of Information Systems. Introduction to hardware,

	software, data, and file concepts. Microcomputer applications software including word processing, spreadsheet, database, Internet, and presentation software.
Learning Outcomes:	<p>Successful students will earn an internationally accepted digital literacy certification by demonstrating competency in the following areas:</p> <ol style="list-style-type: none"> 1. Computing Fundamentals <ol style="list-style-type: none"> a. Understand computer hardware, peripherals and basic troubleshooting techniques b. Understand computer software c. Understand the purpose of and be able to use an Operating System d. Understand basic file management techniques 2. Key Applications <ol style="list-style-type: none"> a. Understand and be able to perform common program functions b. Understand and be able to perform common word processing software functions c. Understand and be able to perform common spreadsheet software functions d. Understand and be able to perform common presentation software functions 3. Internet <ol style="list-style-type: none"> a. Understand network fundamentals and the benefits and risks of network computing b. Understand and be able to perform common electronic communication and collaboration functions c. Identify information about the Internet, the World Wide Web and Web sites d. Understand and be able to perform common web browser functions e. Identify how computers are used in different areas of society f. Identify the risks of computer usage g. Understand Internet safety, ethics, and legal issues
Text:	<p>Certiport 3-pack test vouchers \$47.00 AND IC3 Certification Guide w/ SAM custom bundle Part# 7318-1-76-CSN \$112.50</p>
Late Assignment Policy	Quizzes, trainings, assignments and projects have due dates. The assignments disappear after the due date. Exams have recommended due dates. Students take the exams at the CSN testing rooms at their convenience. You need to take the last exam by the end of the semester.
Make-up Policy	Quizzes cannot be made-up. Exams can be made-up at the testing rooms. Last day to take an exam is 12/12/2015
Attendance Policy	N/A
Office 365	Activate my CSN Student E-mail account To get a FREE copy of MS Office 365 with permission to install MS Office 2013 on up to 5 computers. Learn more at https://studentmail.csn.edu/learnmore/
Academic Integrity:	Scholastic dishonesty will not be tolerated. You are expected to have read and understood. The CSN Academic Integrity Policy may be found at: http://www.csn.edu/pages/3342.asp

Disability Resource Center:	"If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) for coordination of your academic accommodations. The DRC is located in Student Services on each major campus. More information about the CSN DRC please visit: http://www.csn.edu/pages/544.asp For more CSN Americans with Disabilities Act (ADA) information please visit: http://www.csn.edu/pages/2566.asp
Student Rights & Responsibilities	It is your responsibility to be aware of your rights and responsibilities. This information is located in the General Catalog and Student Handbook, which can be found on the CSN Catalog/Schedule/Calendar web page: http://www.csn.edu/pages/660.asp
Student Refund Policy	Beginning Fall 2013 CSN has a new student refund policy for course withdrawal: <ul style="list-style-type: none"> • 100% withdrawal first week of instruction • 50% withdrawal before the end of the 2nd week of instruction; and • No refund after the start of the third week or for application or admissions. • More information is available at www.csn.edu/pages/2022.asp, including information about short-term class refunds.
Academic Warning – Probation-Suspension Policy	If students' cumulative GPA falls to 2.0 or lower after attempting at least 12 credits, they will receive an academic warning, so that they have time to seek help. Continued performance at 2.0 or lower in future semester course work can lead to academic probation or academic suspension. Students on academic suspension will not be able to enroll in classes for a semester. More information is available at www.csn.edu/success .
No Late Registration	Starting in spring 2014, CSN students will no longer be able to register after the semester begins. CSN students will be able to register until 11:59 p.m. the day before the semester begins. More info at www.csn.edu/success
Counseling/Advising	If you are a new student or have no declared major , you will meet with a CSN success coach for all your advising needs, including course planning and career exploration services. Success coaches are located in student services areas and their contact information is available at www.csn.edu/success . If you are a student who has declared a major , CSN has assigned you a counselor who is an expert on your declared major and can help you effectively navigate your program. This counselor's office is located in the academic school (i.e. the School of Arts & Letters) in which your declared major resides. To find out whom your counselor is and make an appointment, go to www.csn.edu/success , or contact the CSN Call Center at 702-651-5555.
Tutorial Services	As a CSN student, you have access to free tutoring for any of your classes. This is available through the Tutorial Services office. For more information, go to http://www.csn.edu/tutoring/ . Tutorial help for many of your computer classes is also available from the CIT Department. Go to the CIT Department's Homepage (http://www.csn.edu/cit/) for times and locations of tutorial and open labs.
Method of	Students pass all three IC ³ Exams to pass with a grade of C. Additional points are earned from trainings, quizzes and projects. Please refer to points available

Evaluation	document.			
Grades	Pass One or Two IC ³ Exam – grade F Pass Three IC ³ Exams – grade C Pass Three IC ³ Exams and earn 500 points -- grade B Pass Three IC ³ Exams and earn 600 points – grade A If you pass all three exams on the first attempt, you will earn bonus points toward your final grade.			
	If you decide this is not the class for you, you must officially drop the class by April 3, 2015 to receive a 'W' grade. You cannot request a grade of W from the instructor.			
Assignments Points	Quizzes	Projects	Assignments	Pass exams 1 st attempt
	430	400	95	75
Semester Schedule See Canvas for Assignments (Module Tab)	Week	Date	Lesson	Topic
	1	23-Aug	1	Orientation Operating Systems
	2	30-Aug	2 3	Files and Folders Hardware
	3	6-Sep	4 5	Control Panel Software
	4	13-Sep	6	Troubleshooting Practice Exam
	5	20-Sep	7	Exam Common Features, Word
	6	27-Sep	8	Word
	7	4-Oct		Word Excel
	8	11-Oct	9	Excel
	9	18-Oct		Excel, PowerPoint
	10	25-Oct	10 11	PowerPoint Access
	11	1-Nov		Access Practice Exam
	12	8-Nov	12	Exam Word Wide Web
	13	15-Nov	13 14	Getting Connected Digital Communications
	14	22-Nov	15 16	Digital Citizenship Finding Information
	15	29-Nov		Review, practice exam
	16	6-Dec		Living Online Exam

SAM Registration and New User Information

SAM is the name of a special online “workbook” that accompanies your textbook. It can include quizzes, training and projects that you complete to help you master the reading material.

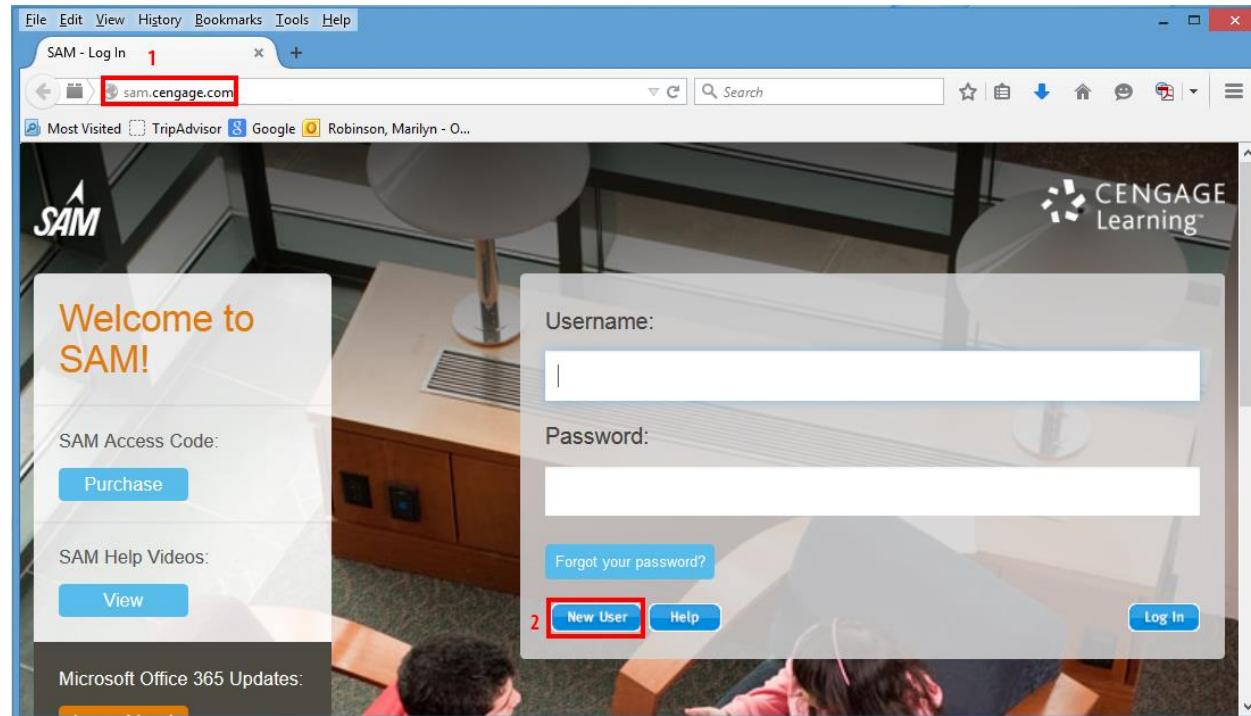
The SAM material also contains some important content not found in the textbook. Therefore, the textbook and SAM are not a substitute for one another. You need to read the textbook and complete all of the SAM activities to adequately prepare for the course exams.

SAM is different from other software you may have worked with. To get the most out of this package you need to learn how to work with it. Please download and use the [SAM Student User Manual](#). It is extremely important that your computer and browser settings match the SAM requirements as shown on pages 2 to 11.

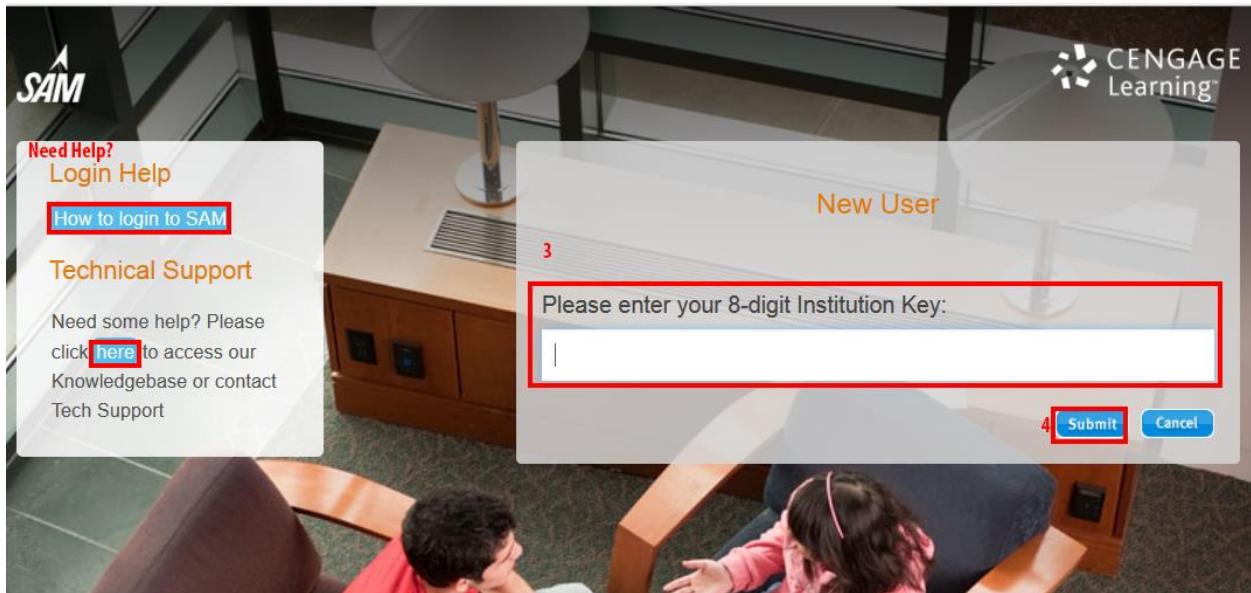
On the first day of class you need to Set Up your SAM Account. Students in IS101 sections that start in June have a two-week grace period. That means **you do NOT have to wait until you buy the textbook** bundle to get started but be on the lookout for important information from your instructor about what happens when the grace period closes.

Registration: How to Set Up your SAM Account:

- 1) Go to <http://sam.cengage.com>
- 2) Click **New User** button



- 3) Enter the **Institution Key:** **T2031806** and
- 4) click **Submit**



If you receive the message confirming Institution name: College of Southern Nevada

- 5) Click **OK**



If you see some other college name that means that you typed the Institution Key incorrectly. Click Cancel, fix your mistake and try again.

6) Complete the form shown; only fields with an * are required

- **First name:** Use the same name used at CSN to register for your class, do NOT type all upper (or lower case)
- **Middle Initial:** Not required
- **Last Name:** Use the same name used at CSN to register for your class, do NOT type all upper (or lower case)
- **Username (Email):** this should be an e-mail address you check regularly, if there is a problem with your SAM account or lose your password, this is where you will find special instructions, unlock codes, etc. You will use this email address every time you log into SAM.
- **Password:** type a password (rules for passwords can be found in the Student Guide)
- **Verify Password:** type the same password again
- **Alias:** Not required
- **ID#:** enter your NSHE#, the same number you use to log into Canvas or a computer on campus
- **BlackBoard ID:** If you have already purchased your book; store your 18-digit key code here (don't use hyphens.) You will need it after the grace period expires. You find the key code in the textbook bundle inside a slim cardboard sheath .
- **Communication Email:** Should be same as username
- **Time Zone:** make sure you select the time zone where you actually live
- **Secret Question:** choose one
- **Secret Answer:** type answer for the security question

My Profile

Required Fields *

First Name:	* Middle Initial:
<input type="text"/>	
Last Name:	*
<input type="text"/>	
Username (Email):	* Verify Username:
<input type="text"/>	
Password:	* Verify Password:
<input type="text"/>	
Alias:	ID#:
<input type="text"/>	
BlackBoard ID:	Communication Email:
<input type="text"/>	
Time Zone:	Secret Question: *
<input type="text"/> (GMT-08:00) Pacific Time (US & Canada), <input type="button" value="▼"/>	
What is your father's middle name? <input type="text"/>	
Secret Answer:	*
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Click **Save**

7) Verify all the information is correct. If it is correct click **Confirm**, otherwise (if it is not correct) click Revise, fix the mistakes & Save again

My Profile

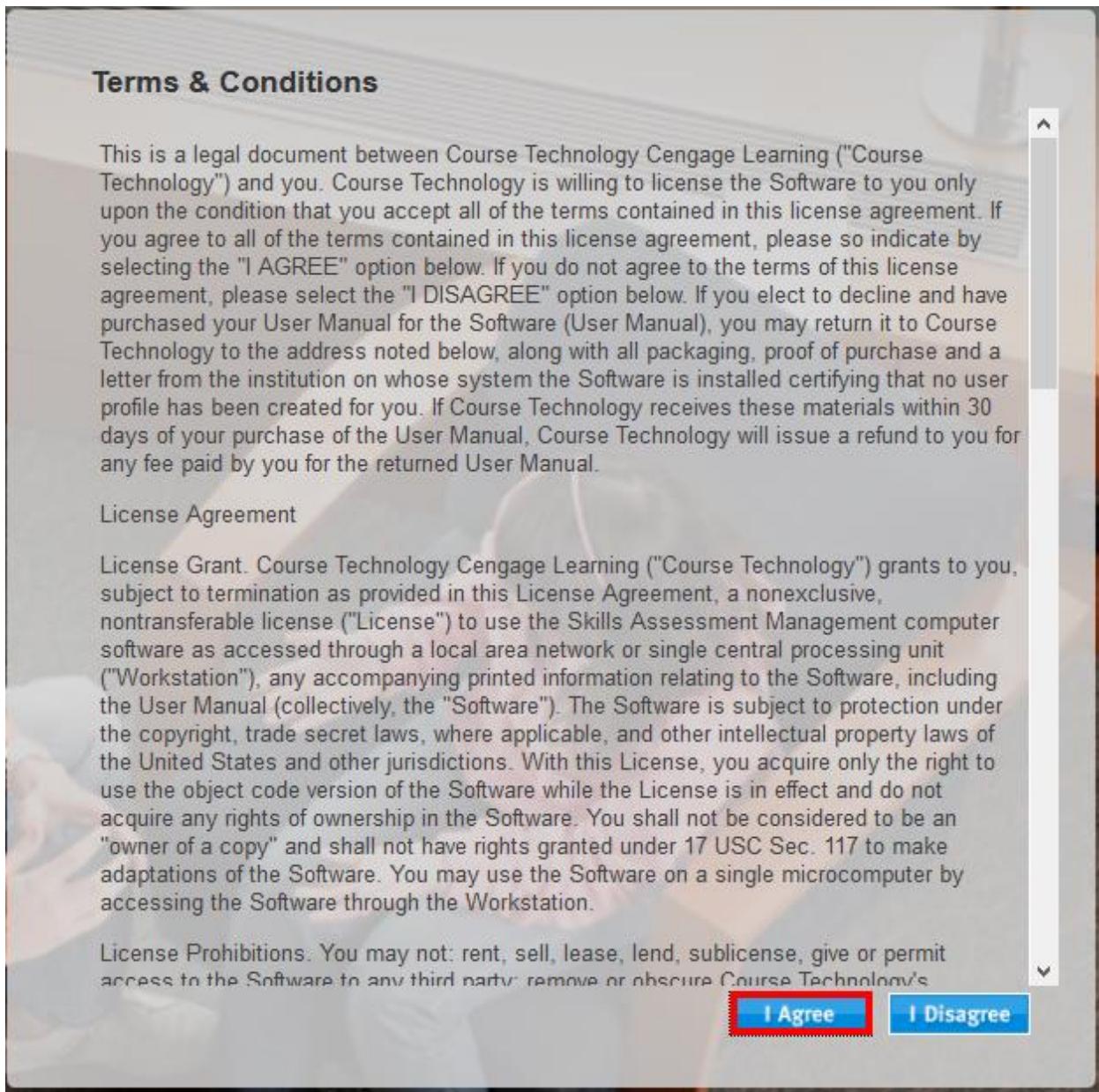
Review and confirm your information

First Name:	Middle Initial:
StudentM	
Last Name:	Username (Email):
Robinson	mirhnd2020@gmail.com
Password:	

<hr/>	
Alias:	ID #:
	1234567890
<hr/>	
Blackboard ID:	Communication Email:
enter access code here if purchased	mirhnd2020@gmail.com
Time Zone:	
(GMT-08:00) Pacific Time (US & Canada), Tijuana	

Confirm **Revise**

8) Read the agreement. Click **I Agree** if you do not agree you cannot use the materials required for this course.



Terms & Conditions

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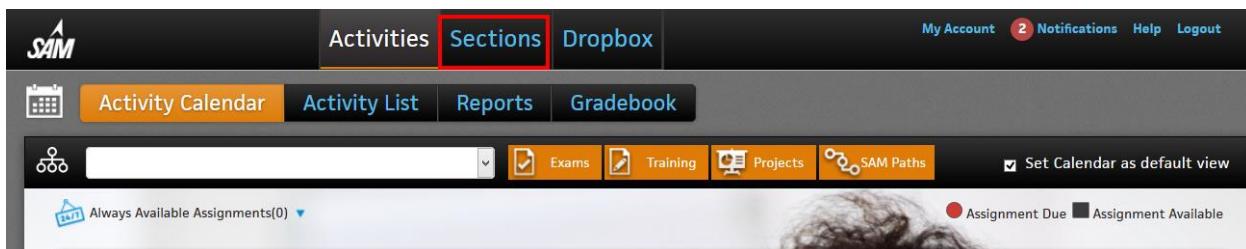
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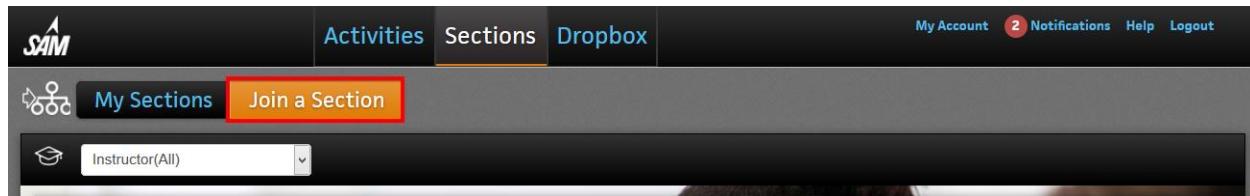
I Agree **I Disagree**

9) Now click **Sections**



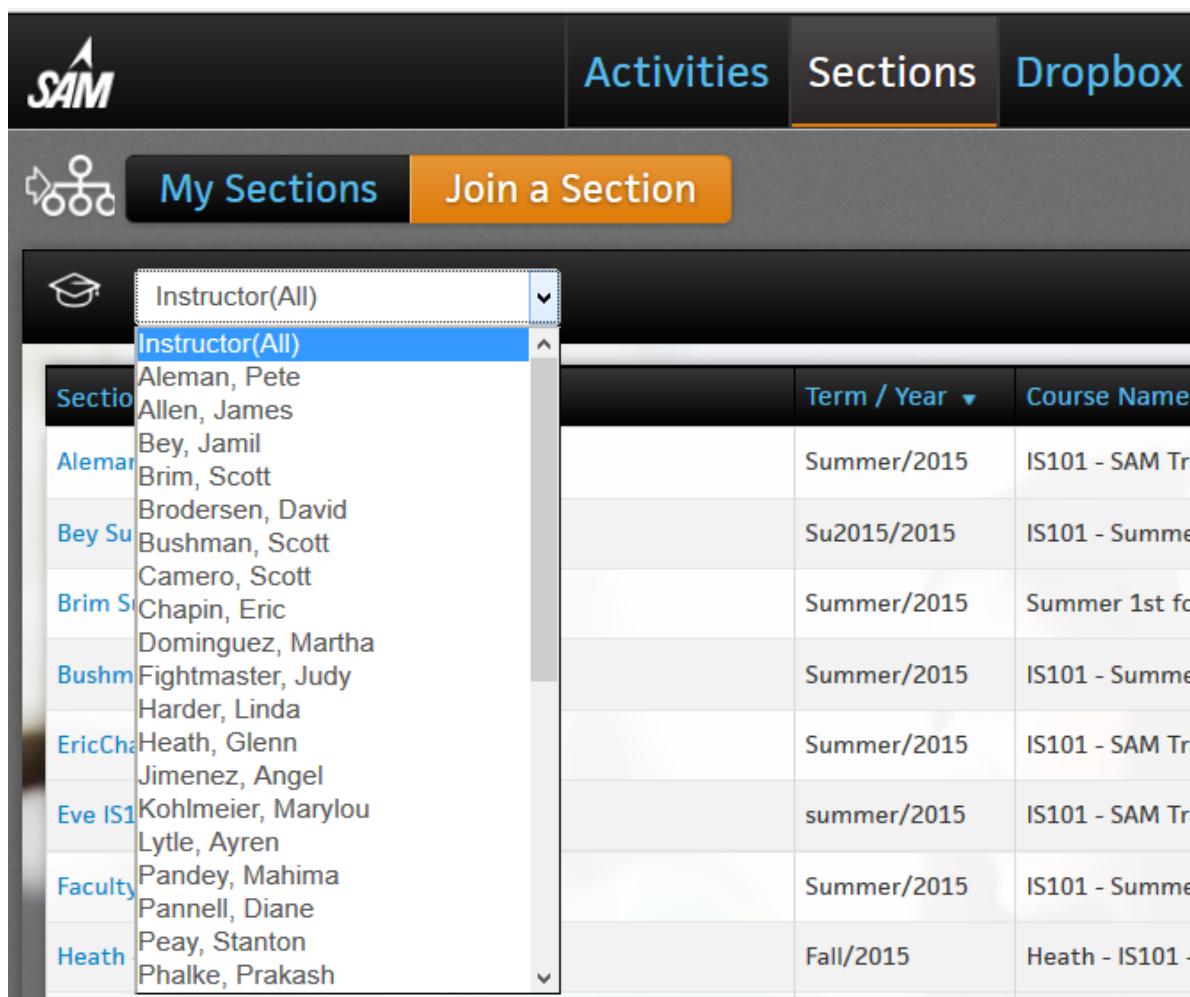
The screenshot shows the SAM software interface. At the top, there is a navigation bar with tabs: Activities, **Sections** (which is highlighted with a red box), and Dropbox. Below the navigation bar, there is a toolbar with icons for Activity Calendar, Activity List, Reports, and Gradebook. The main content area shows a calendar view with various assignments and tasks. A red box highlights the 'Sections' tab in the navigation bar.

10) Then **Join a Sections**



The screenshot shows the SAM software interface. At the top, there is a navigation bar with tabs for 'Activities', 'Sections' (which is highlighted in orange), and 'Dropbox'. On the far right of the top bar, there are links for 'My Account', 'Notifications' (with a red notification badge), 'Help', and 'Logout'. Below the top bar, there is a secondary navigation bar with a graduation cap icon, 'My Sections', and a button labeled 'Join a Section' which is highlighted with a red box. Below this, there is a dropdown menu with the text 'Instructor(All)' and a small dropdown arrow icon.

11) Now use the drop-down box to **find and select YOUR instructor's name and click it**



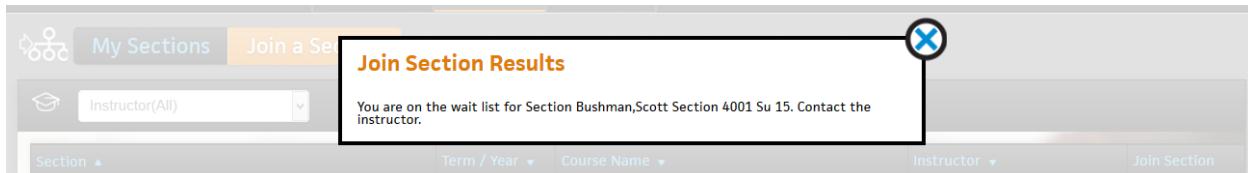
The screenshot shows the 'Join a Section' screen in the SAM software. At the top, there is a navigation bar with tabs for 'Activities', 'Sections' (which is highlighted in blue), and 'Dropbox'. Below the top bar, there is a secondary navigation bar with a graduation cap icon, 'My Sections', and a button labeled 'Join a Section'. On the left side, there is a sidebar with a list of sections and instructors, including 'Section', 'Aleman, Pete', 'Allen, James', 'Bey, Jamil', 'Brim, Scott', 'Brodersen, David', 'Bushman, Scott', 'Camero, Scott', 'Chapin, Eric', 'Dominguez, Martha', 'Fightmaster, Judy', 'Harder, Linda', 'Heath, Glenn', 'Jimenez, Angel', 'Kohlmeier, Marylou', 'Lytle, Ayren', 'Pandey, Mahima', 'Pannell, Diane', 'Peay, Stanton', and 'Phalke, Prakash'. To the right of the sidebar, there is a dropdown menu with the text 'Instructor(All)' and a small dropdown arrow icon. Below the dropdown, a table is displayed with columns for 'Term / Year', 'Course Name', and 'Section Name'. The table contains several rows of data, including 'Summer/2015', 'IS101 - SAM Tr...', 'Su2015/2015', 'IS101 - Summe...', 'Summer/2015', 'Summer 1st fo...', 'Summer/2015', 'IS101 - Summe...', 'Summer/2015', 'IS101 - SAM Tr...', 'summer/2015', 'IS101 - SAM Tr...', 'Summer/2015', 'IS101 - Summe...', and 'Fall/2015', 'Heath - IS101 -'.

12) When only your instructor's sections are shown, **click the Join Section tool at the right.**
Some instructors have more than one section so be sure you choose the correct section.



Section ▲	Term / Year ▼	Course Name ▼	Instructor ▼	Join Section
Phalke_Summer2015_IS101_Section_1006_and_1008	Summer/2015	IS 101 - Introduction to Information Systems	Phalke, Prakash	

13) Verify you got the correct section then **close** the verify box



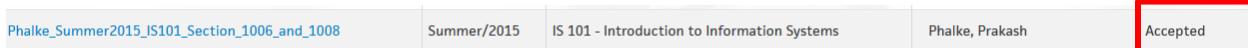
Section ▲	Term / Year ▼	Course Name ▼	Instructor ▼	Join Section
Join Section Results You are on the wait list for Section Bushman,Scott Section 4001 Su 15. Contact the instructor.				

14) You will be put on a Wait List, your instructor must add you to the section. Depending on the time of day/night when you select your section, you may have a 24- to 36-hour wait before your instructor is able to confirm that you selected the correct Section. If you are on the Wait List more than 48 hours be sure to email your instructor to see if there is a problem.



Section ▲	Term / Year ▼	Course Name ▼	Instructor ▼	Status ▼
Bushman,Scott Section 4001 Su 15	Summer/2015	IS101 - Summer, 2015	Bushman, Scott	On wait list

15) When your instructor has moved you from the wait list into the class your Section Status will change from **On wait list** to **Accepted**.



Phalke_Summer2015_IS101_Section_1006_and_1008	Summer/2015	IS 101 - Introduction to Information Systems	Phalke, Prakash	Accepted
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New Users Must Select Their Section

Once you are off the Wait List, click on SAM **Activities** to find your SAM assignments. Your instructor will tell you if it is better to use the Activity Calendar or the Activity List to locate your assignments. *Note: you may have more assignments than those found in SAM.*



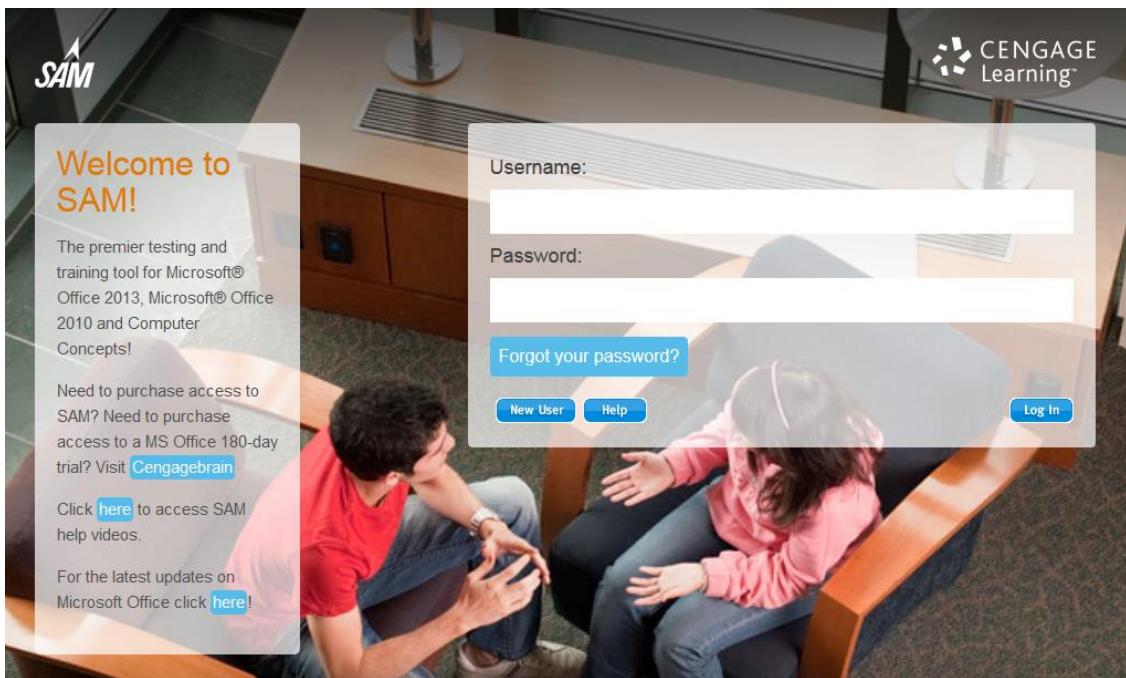
The screenshot shows the SAM software interface. At the top, there is a navigation bar with tabs: 'Activities' (which is highlighted with a red box), 'Sections', and 'Dropbox'. To the right of the tabs are links for 'My Account', 'Notifications' (with a red notification dot), 'Help', and 'Logout'. Below the navigation bar is a secondary menu bar with buttons for 'Activity Calendar', 'Activity List', 'Reports', and 'Gradebook'. The main content area has a 'All Sections' dropdown menu and several buttons for 'Exams', 'Training', 'Projects', and 'SAM Paths'. In the top right corner of the main content area, there is a 'Set Calendar as default view' checkbox with a red box around it. At the bottom of the main content area, there is a status bar with the text 'Always Available Assignments(108)' and two small circular icons for 'Assignment Due' and 'Assignment Available'.

The calendar shows assignment due and assignment available. It does **not** show if the assignment is completed. Activity List view shows the due date and the date completed. So, if you would like the Activity List view as your default view, uncheck Set Calendar as default view.

Your textbook bundle includes both the textbook, and access to the eBook version. They are identical. Some chapters may be more convenient to read on your computer screen but some chapters, especially those in the Key Applications module, will be easier to use, reading from textbook and working in the application at the same time.

Using SAM after the Grace Period (6/15/2015)

1. Have your **SAM Printed Access Card** from your textbook bundle purchased from the bookstore available and ready to enter.
2. In your browser, enter <http://sam.cengage.com> in the *Address* field and press the **Enter** key.
 - a. **Result:** The *SAM Login* page displays

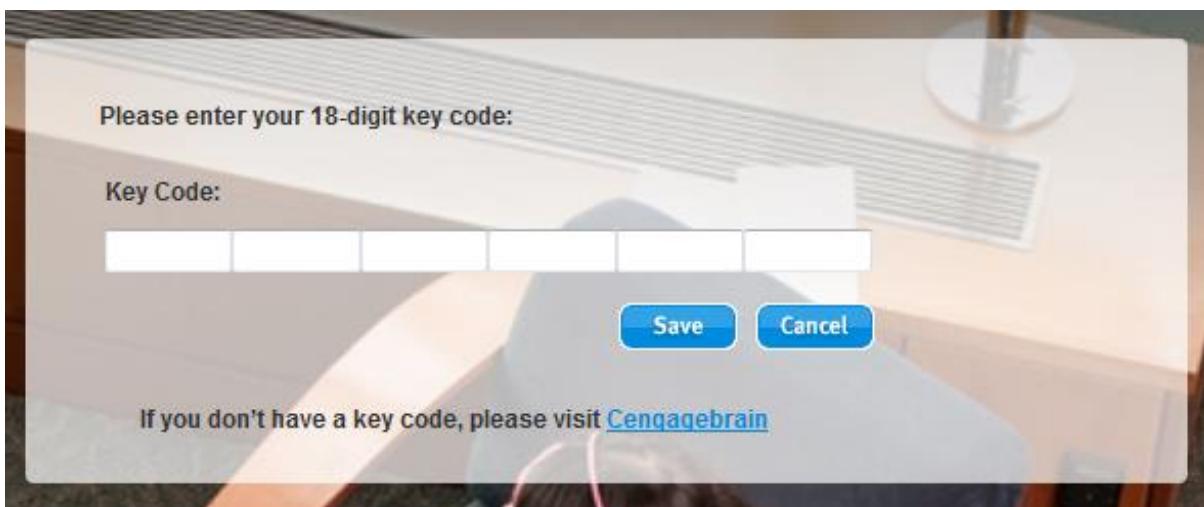


3. Since you are an Existing SAM users:

Enter your **username** and **password**. Click the **Login** button.

4. The window displays for you to enter your 18-digit **Key Code. Click **Save**.**

NOTE: Key Codes are case-sensitive.



5. You now have access to SAM and your work that you have completed during the grace period.